

**U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City**  
**VACANCY ANNOUNCEMENT NUMBER: HCMALL 15/58**

**OPEN TO:** All Interested Candidates / All Sources

**POSITION:** **Administrative Assistant**

**OPENING DATE:** November 17, 2015

**CLOSING DATE:** December 01, 2015

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** **Ordinarily Resident:** FSN-8; US\$11,803.00 (Starting salary)  
**Not-Ordinarily Resident:** FP-6\*; US\$45,487 (Starting Salary)  
\*Final grade/step for NORs will be determined by Washington.

**LENGTH OF HIRE:** **Not to exceed** three (3) years from date of hire.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking eligible and qualified applicants for the position of Administrative Assistant.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent serves as the Executive Secretary to the Centers for Disease Control and Prevention (CDC) Ho Chi Minh City Associate and Deputy Director by performing secretarial and administrative support duties at the highest level, using good working knowledge of the CDC program and all program components. The duties include but not limited to reviewing all correspondence/documents, receiving all incoming telephone calls and meeting visitors courteously, providing translation and interpretation services, composing complex but non-technical correspondence; preparing and submitting travel vouchers, faxes and other reports for the director; prepare materials, including slides, charts and graphic for presentations and publications of research findings in English and Vietnamese, providing secretarial/administrative support for high level visitors. The incumbent also serves as Administrative Assistant to technical staff, Vietnam Science Office and Directory Maintainer for CDC Vietnam. Organizationally, the position reports to the Administrative Management Assistant who will supervise routine activities and complete evaluations with input from the Deputy Director.

**QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** University degree in Business, Finance, Accounting, English, Commercial or Technical fields is required.
2. **EXPERIENCE:** Must have at least five (5) years of specific and progressively more responsible experience in the field of secretarial/administrative management with at least two of the five years as a Secretary/Administrative Assistant to a middle or senior manager (at the Executive Level).
3. **LANGUAGE:** Level 3 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.
4. **SKILLS AND ABILITIES:**  
Must be able to 1) work effectively in a team environment; 2) work calmly, tactfully, and effectively under pressure and demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities, 3) follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight.  
Must have 1) excellent communication and interpersonal skills for the maintenance of productive working relationships with office personnel and gaining acceptance of Agency-specific changes/decisions relative to secretarial support; 2)

excellent interpersonal and communications skills to develop and maintain collaborative and effective working relationships; and 3) strong proof reading skills; accuracy in typing (60 WPM); a strong focus on “attention to detail”; and demonstrated proficiency in word-processing, spreadsheets, databases, and other computer programs.

- 5. JOB KNOWLEDGE:** Must master English/Vietnamese grammar, spelling, punctuation, paragraphs and sentence structure (syntax). Must have thorough knowledge gained from prior work experience in providing dependable secretarial/administrative support and assistance to the executive management level.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website <http://hochiminh.usconsulate.gov/jobs.html>

### **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

### **HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the Mission's security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **HOW TO APPLY**

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <http://hochiminh.usconsulate.gov/jobs.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

### **WHERE TO APPLY:**

Management Office

E-mail Address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.